

Embassy of India

Oslo

Date: 07.09.2023

Vacancy of Community Welfare Clerk in the Embassy of India, Oslo

The Embassy of India, Oslo invites applications from suitable candidates for the full-time permanent position of Community Welfare Clerk in the Indian Embassy.

1. Job Description:

Looking for a dynamic and efficient candidate who will be able to undertake the following tasks as Community Welfare Clerk:

- i) Undertake various tasks such as liaising with Ministries/Departments of the Norwegian government, cultural and social groups and Matters related to community affairs
- (ii) Protocol service
- (iii) Other tasks as directed

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Bachelor degree holder; Higher qualification preferable; Work experience preferable in social/public outreach activities
- Computer Skills: Proficient in Microsoft office-based applications

Language Proficiency:

- Good proficiency in Norwegian language, excellent English skills

3. Monthly Salary and other benefits:

- i). Monthly Salary – **NOK 25,200/-**, with an annual increment of NOK 756/-
- ii). Annual bonus equivalent to one month's salary
- iii). Contribution towards Insurance Scheme
- iv). The remuneration package will include statutory leave of 21 days.

4. Local Work Permit and Residence Visa:

The candidates should either be a Norwegian National or should possess valid Work Permit and Residence Visa.

5. Last date of application: 30th September 2023

6. Method of submitting application: E-mail or by post

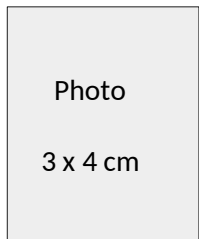
Email: admn.oslo@mea.gov.in

Subject: Application for the Post of Community Welfare Clerk in the Embassy of India, Oslo

Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30, 0272, Oslo Norway.

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APPLICATION FORM



1. Personal Particulars

Name of the applicant :	
Surname :	
Date of Birth :	----- Date - Month - Year
Nationality :	
Sex :	
Martial Status :	
Address with telephone & Mobile No.	

	Name	Nationality
Father		
Mother		
Spouse\Partner		

2. Education Qualifications & Professional Qualifications, if any:

	Degree\Diploma\Certificates	Year	Name of Educational Institute
1			
2			
3			
4			

3. Details about previous employment; if any:

	Name of the Employer\Department\Company	Position	Period	Description of Work
1				
2				
3				
4				

4. Proficiency in Norwegian Language:

Please mention about knowledge of Norwegian Language (A1, A2, B1, B2, C1, C2)	
Language Proficiency Certificate from Recognized Institute	Yes \ No

(Signature with date)